

DUTY STATEMENT

CCTC-AGENCY xxx (REV 06/11)

		RPA # 22-038	EFFECTIVE DATE:
EMPLOYEE'S NAME	POSITION NUMBER (Agency - Unit - Class - Serial) 192-403-4801-002		
DIVISION/UNIT Executive Office / Office of Governmental Relations	CLASS TITLE Staff Services Manager II (Specialist)		

You are a valued member of the Commission on Teacher Credentialing's (Commission) management team. You are expected to work cooperatively with all employees, our customers, and members of the public to enable the Commission to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully and professionally is critical to the success of the Commission's Mission.

BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.

Under the Executive Director for the Executive Office, the incumbent serves as the Commission's primary representative for legislative affairs, public affairs, and regulatory oversight and performs the following duties:

Percentage of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
35%	<u>ESSENTIAL FUNCTIONS</u> <u>Legislative Oversight</u> – Monitor, review, and analyze the most difficult and complex state and federal laws and proposed legislation affecting educators and K-12 education and serve as liaison between the Commission and the Legislature, public education organizations, special interest groups, and other governmental entities on such legislation. Testify before legislative committees on behalf of the Commission. Make presentations and provide information and technical assistance to individual legislators and legislative staff upon request. Prepare critiques and summaries of assigned legislation for agency managers, the Commission, and Legislative Committees. In consultation with program staff, prepare and present comprehensive written bill analyses and develop recommended positions for consideration by the Commission. Present bill analyses to the Commission and recommend appropriate level of support for legislative initiatives. Assist managers and consultants in analyzing the most sensitive and complex proposed and enacted legislation. Inform management of new amendments on specific legislation. Consult with appropriate programmatic and legal staff to draft proposed legislation for the Commission. Advocate on behalf of the Commission, positions on proposed legislation including suggested amendments, to individual legislators and legislative staff. Advise agency management on all significant legislative developments, including compromises or alternatives proposed by legislators or their staffs. Prepare and submit, in coordination with program staff, required annual legislative reports.
30%	<u>Public Affairs and Communications Outreach</u> – Responsible for all aspects of the Commission's public affairs and communications outreach. Respond to all press inquiries via email and phone contact. Maintain ongoing and frequent communication with press organizations, policy makers, government agencies, local educational agencies, and professional organizations about educator preparation and licensure. Draft press releases and assist in the preparation of other items for publication and distribution as needed. Coordinate communication with the Governor's Office, the State Board of Education, the Legislature, and control agencies about teacher education and training, licensure, and professional discipline. Communicate complex and sensitive information to stakeholders and the public in an appropriate and effective manner. Work with divisions to resolve constituent

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15%	<p>issues and review written communication and correspondence for clarity and readability. Develop and implement an organization-wide written communications plan.</p> <p><u>Regulatory Coordination</u> – Identify new statutes and Commission proposals requiring regulatory changes. Coordinate with division management to identify a primary division, supporting divisions, and individual points of contact. Monitor progress of regulatory packages, ensuring all packages complete the regulatory process. Act as the liaison between business programs, outside regulatory entities and agency management throughout the regulatory process. Communicate with the Department of Finance, and other impacted state agencies. Act as a backup point of contact for the Office of Administrative Law. Maintain the record of public comments and coordinate any necessary responses with program staff. Submit all final documents to the Office of Administrative Law.</p>
15%	<p><u>Policy Analysis and Research</u> – Analyze, interpret, and apply state and federal law, Commission policies, and regulations affecting the preparation and licensure of educators serving in California public schools. Advise Commissioners, the Executive Director, and policy staff regarding policies and legislative mandates, including their political context and effect on preparation programs, certification requirements, and agency-wide operations. Collaborate with and advise consultants on legislative implications of proposed policies and standards governing educator preparation programs and certification requirements. Analyze data, research, and reports to determine implications for educator preparation programs, certification policies, and professional discipline. Develop and prepare issue papers, articles, and reports for the Executive Director, Commission, Governor, and the Legislature concerning current and potential policies governing educator preparation. Consult with legislative staff, public education organizations, special interest groups, and other governmental entities on policies and legislation affecting teacher preparation programs and certification requirements.</p>
5%	<p><u>MARGINAL FUNCTIONS</u></p> <p>Present to stakeholder organizations in public settings; work with management to respond to more complex press inquiries and public records act requests initiated by media organizations; prepare speaking notes for members of the Commission and the Executive Director.</p>

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; methods used to determine needs for public information and education; techniques of preparing, producing and disseminating information, utilizing all major media of communication; principles and techniques of establishing and maintaining good public relations; consulting with and advising top management of the agency on public relations implications of the agency's activities; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties

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on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.

INTERPERSONAL SKILLS

Demonstrated ability to act independently, with open-mindedness, flexibility, tact, and diplomacy.

DESIRABLE QUALIFICATIONS

- Programmatic knowledge of educator preparation and credential requirements
- Strong analytical skills; ability to collect and analyze data, identify trends
- Strong writing skills – the ability to provide complex information with clarity; ability to provide effective and succinct written analysis of complex problems
- Strong communication skills - provides accurate, timely, and relevant budget information as needed; communicates effectively on behalf of the Commission with legislative and control Commission staff; ability to provide public testimony on behalf of the Commission
- Ability to communicate effectively with members of the press
- Experience with the regulatory process
- Commitment to performing duties in a service-oriented manner
- Ability to maintain a work environment free from discrimination and sexual harassment
- Contributes to team effort by accomplishing related results as needed
- Ability to maintain good work habits and adhere to all policies and procedures

Fingerprint clearance is required.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

Work Environment:

Requires prolonged sitting, use of telephone and terminals, frequent contact with employees and the public. Per the Fair Labor Standards Act (FLSA), exempt/excluded employees are expected to work, within reason, as many hours as necessary to accomplish their assignments or fulfill their responsibilities and must respond to directions from management to complete work assignments by specific deadlines. Exempt/excluded employees may be required to work specific hours to provide services when deemed necessary by management.

Restricted opportunity to work at home or have time off when the Legislature is in session. Incumbent must work at Commission Offices during Commission meetings and be available to answer questions by members of the Commission.

Physical Ability

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

Mental Ability

Ability to communicate clearly and tactfully; read and follow written and oral instructions; and to change tasks and work with multiple task assignments.

Some of the requirements above may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

PERSONAL CONTACTS

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Daily contact with agency management and staff. Frequent contact with Legislative staff and control agency staff.

LEVEL OF RESPONSIBILITY – ACTIONS AND CONSEQUENCES

On a regular and frequent basis, the incumbent exercises a high level of independence in making decisions that have programmatic or policy impact. The nature of assignments and projects assigned along with the independence exercised, increase the likelihood of errors occurring and could have significant departmental and statewide consequences.

MANAGER/SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

MANAGER/SUPERVISOR'S NAME (Print)

MANAGER/SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE